

**MADERA COUNTY**  
**PROGRAM SUPPORT WORKER**

**DEFINITION**

Under immediate supervision, to perform routine errands and miscellaneous duties in support of the functions and activities of the Department of Mental Health; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Performs routine errands in support of the functions and activities of the Department of Mental Health; transports clients to appointments; assists clients when moving from one housing residence to another; performs child care duties for Mental Health clients during treatment sessions; performs various housekeeping duties for clients; loads and unloads materials, including supplies for food pantries, items for fundraising activities, and furniture and other household items for clients; performs routine maintenance; operates tools and equipment including hand tools, wheel barrels and hand trucks; and assists in the routine maintenance of vehicles.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Proper methods of handling and moving heavy materials.

Basic housekeeping methods

Basic hand tools.

Safe work practices.

Federal and State laws and regulations regarding confidentiality and privacy of health information.

Basic child care practices.

**Skill to:**

Operate a variety of equipment and tools used in maintenance work in a safe and effective manner.

Operate a motor vehicle safely.

**Ability to:**

Read and write in English.

Perform basic labor.

Relate effectively with children

Understand and follow oral and written directions.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Some work experience which would likely provide the required knowledge, skills, and abilities.

**License:**

Possession of, or ability to obtain, a valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** September 2003